



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: May 11, 2020

TO: Mayor Ellen Zoppo-Sassu
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

Re: DPW COVID-19 Return to Normal Staffing/Operation Plan

The Department of Public Works Administrative, Engineering, and Land Use Division employees located at City Hall are currently working either in City Hall, in the field or remotely.

No employees from the referenced DPW Divisions are receiving authorized coronavirus leave. In preparation to "return to normal" Division supervisors have evaluated existing City Hall office work stations with respect to the CDC recommended six foot separation distances between employees; additionally, no relocation of office space is recommended or proposed at this time.

Employees have been issued/offered face masks for use in common areas and employees have/will be notified to maintain social distancing. The DPW has also been issued access to Web-Ex software and staff has been encouraged to conduct virtual meetings.

No adjustments to the Building Maintenance Division staffing were made in response to coronavirus. The Division operates in two shifts and work independently, therefore no adjustments were made to their work schedules or staffing.

There are currently two vacancies within the Building Maintenance Division due to a retirement and a transfer to the library. Interviews to fill the two custodian positions are scheduled for May 13, 2020.

The DPW Street, Solid Waste/Transfer Station and Fleet operations located at the City yard on Vincent P. Kelly Road, are currently divided into two groups, alternating work on a weekly basis.

The Solid Waste Division drivers are performing trash, recycling, bulk, and yard waste collections on a daily basis. They are instructed to proceed directly to their trucks at the start of each day and are currently authorized to leave at the completion of their routes.

The Department's return to work plan for the Solid Waste, Street and Fleet Divisions consist of the following measures to safe guard employees through social distancing and reducing employee density within the DPW yard facility:

1. Solid Waste Division drivers/collectors will be directed to report directly to trucks and authorized to work the hours of 6:30 AM to 2:30 PM in order to reduce the AM and PM employee density in the DPW yard. Solid Waste driver/collectors will work the standard 8 hour day and will be encouraged to not eat lunch at the DPW yard facility.

DPW spring leaf collection program was completed May 1, however the Departments yard waste program began on April 6 and continues. DPW will continue to keep driver/collectors in the same assigned vehicles and will not rotate drivers or vehicles.

Solid Waste Division staff working on bulk pickup and leaf collection operations have been issued gloves for PPE.

2. Transfer Stations operations and staffing will return to normal hours. Masks have been issued to all employees with direct contact to residents. In addition, a two way radio system "baby monitor" has been installed at the scale house to limit employee/resident contact.
3. Fleet Division employees have been divided into two groups. One group will work the hours of 6:30 AM to 2:30 PM while the other group will work 7:00 AM to 3:00 PM in order to reduce the AM and PM employee density at the DPW yard.
4. Street Division employees will return to full / normal operations. The Division will keep assigned crews together (minimize crews transferring from one crew to the other). Division work hours will be maintained at 7:00 AM to 3:00 PM at this time, however the start time of individual crews may be adjusted to 6:30 AM to 2:30 PM. In addition, crews working on non-rolling operations such as the Centre Square parking lot, construction or traffic control, may be directed to report directly to the project site.

Work place safety guidelines indicate that construction personnel should travel separately to and from and within worksites. DPW has assigned two employees per vehicle, however each employee has been issued a mask to wear while traveling in vehicles. In addition, employees requesting the use of a vehicle will be allowed to use Department assigned vehicles/dump truck to travel separately. Street Division employees will be encouraged to maintain social distance, eat lunch at the job site, limit their time in locker room and wear face masks in common areas at all times.

All DPW employees have been issued/offered masks. Most employees utilize their own personnel mask. In addition, all employees are encouraged to maintain social distance and office staff is encouraged to conduct remote meetings /conference calls. In preparation for City Hall to be re-opened to the public, DPW has constructed sneeze guards that are being installed at all public counters.

The Department of Public Works has experienced challenges addressing the Covid 19 pandemic and although we are not through this crisis I would like to highlight the following:

- A. The leadership exhibited by Division managers – in particular: Josh Corey, Solid Waste Superintendent; Craig Kasparian, Street Superintendent; and James Divirgilio, Fleet Manager. They have not taken any time off during this period in order to demonstrate a commitment to their staff.
- B. Building Maintenance staff: The purpose of adjusting DPW operations was to reduce employee density. Since Building Maintenance's normal operations consisted of two work shifts they were the only DPW Division that had no adjustments to staffing levels. In addition, they performed additional cleaning of City offices and common touch points.
- C. A number of employees have been called in during their off week. Although it has been stressed that they are required to make themselves available for work, I would like to report all employees called in for work reported on time without complaint.

Please feel free to contact me at 860-584-6113 with any questions or concerns.